

Department of Transportation
Office of the Secretary
Washington, D.C.

ORDER

DOT 3000. 1

12-16-80

SUBJECT: ESTABLISHMENT OF A DEPARTMENTAL PERSONNEL MANUAL SYSTEM

1. PURPOSE. This Order establishes a Departmental Personnel Manual (DPM) system for the Department of Transportation (DOT).
2. SCOPE. The provisions of this Order apply to the Office of the Secretary (OST), the Office of the Inspector General (OIG) and the Operating Administrations. In addition, this directive is applicable to any organization for which DOT provides personnel service.
3. AUTHORITY. The DPM is derived under the authorities and requirements of Title 5 United States Code and Executive Order 9830.
4. POLICY. The Federal Personnel Manual (FPM) system as implemented and supplemented by the DPM contains the authorized regulations governing personnel management in DOT.
5. DESCRIPTION OF THE DOT DPM SYSTEM.
 - a. The DPM will be published for Departmental distribution in looseleaf form designed to permit interleaf into the FPM. To facilitate usage, the DPM will be printed on paper of contrasting color so as to be immediately distinguishable from the FPM.
 - b. The DPM will employ the same numbering system and nomenclature used in the FPM.
 - c. The DPM may be implemented and supplemented, as prescribed therein, by regulations issued by the Federal Aviation Administration, the Federal Highway Administration, the Federal Railroad Administration, the U.S. Coast Guard, the St. Lawrence Seaway Development Corporation, the Urban Mass Transportation Administration, the National Highway Traffic Safety Administration, the Office of the Inspector General, the Research and Special Programs Administration, the Office of the Secretary, and any organization for which DOT provides personnel service.
 - d. Portions of the DPM and changes thereto will be issued from time to time by the Office of Personnel and Training, OST.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of
Personnel and
Training

6. ISSUANCE.

a. The DPM shall be prepared by the Office of Personnel and Training, OST, under the authority and direction of the Director of Personnel.

7. COORDINATION. The views of the General Counsel, the personnel offices of interested Operating Administrations and other offices will be solicited as appropriate in the development of the DPM.

8. DISTRIBUTION. The DPM will be distributed throughout the Department as authorized by the Director of Personnel. Requests for copies shall be forwarded to that office. Distribution will normally be limited to holders of the FPM.

FOR THE SECRETARY OF TRANSPORTATION:



Robert L. Fairman
Acting Assistant Secretary for
Administration